

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

APPLICATION FOR RECORDS RETENTION SCHEDULE INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date GA. Dept. Natural Resources, EPD Application Number Air Quality Evaluation Section 4279 Memorial Drive, Suite D. Application Number Date Received Date Completed Decatur, Georgia 30032 DCT 2 3 1980 DEC 2 1980 2. Person to Contact Working Title Telephone Number Principal Secretary Elon Dodgen 404/656-4997 3. Action Requested a. XIX Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. Check One: Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) **Earliest** Latest present Air Quality Evaluation Ambient Files 1970 What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Air Quality Evaluation Section is responsible for preservation, protection, and improvement of air quality and to conduct a statewide monitoring program so as to safeguard the public health, safety and This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Ambient air monitoring statewide, Documents relating to: Daily data sheets from sites throughout Georgia for continuous Computer printouts on all monitors for ambient monitoring sites throughout the State. File is arranged: Monthly, quarterly, yearly 8. Monthly Reference Rate How often are records referred to which are: One to six months old 50; Seven to twelve months old 25; Thirteen to twenty-four months old 8; twenty-five months and older____? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____ ____; Shelves _____; Other (specify) _

If disapproved, attach letter Secretary of State/Designee Canall / Lat 1/- 25-86	YES NO	10. Questionnaire	Place an "X" in the pro	per column)		· · · · · · · · · · · · · · · · · · ·	<u>, , , , , , , , , , , , , , , , , , , </u>	
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